

Mokokobale Martha Machabakwe

064 608 2372 | mokokobalem6@gmail.com | Address: Ga Matlala Hwibi, Stand No. 10100

SUMMARY

Motivated and dedicated Human Resources Management student currently pursuing N4 to N6 at Capricorn TVET College. I am seeking an opportunity to complete my in-service training in Human Resources, where I can apply my theoretical knowledge, develop practical workplace skills, and contribute positively to the organisation.

EDUCATION

Capricorn TVET College

Human Resources Management N4–N6

Ncheleleng Secondary School

National Senior Certificate (Matric)

2016

TECHNICAL SKILLS

Time management
Communication skills
Computer skills
Attention to detail
Problem-solving
Teamwork
Good interpersonal and organisational skills
Ability to work under pressure
Confidentiality and integrity
Willingness to learn

I CAN ASSISTING WITH

Assisted with filing, data capturing, and general office administration. Capturing and updating information. Filing and record keeping. Providing general administrative support. Assisting with HR-related projects and activities.

LANGUAGES

Sepedi – Home Language English Tsonga Zulu

INTERESTS

Cleaning Physical exercise

ADDITIONAL INFORMATION

Seeking an opportunity to complete required in-service training in Human Resources. Willing to learn and develop professionally. Available to contribute positively to the organisation.

REFERENCES

Available upon request.



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

MOKOKOBALE MARTHA MACHABAKWE

Identity number 9811210865086

Exam number 7162251300012

Subject

Sepedi Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Geography
Life Sciences
Tourism

%

59

56

34

46

45

30

51

Achievement

level

4

4

2

3

3

2

4

*

CERTIFIED TRUE COPY OF THE ORIGINAL
GESERTIFIEER WARE AFSKRIEF
VAN DIE OORSPRONKLIKE
POSTNET TIBANI

17-09-2026

SIGNATURE: 

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or certificate programmes gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2016

M. S. RAKOMETSE
Chief Executive Officer

170 3800 2397 M



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

8231729

(See reverse for more information)


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MACHABAKWE
Names:
MOKOKOBALÉ MARTHA
Sex:
F
Nationality:
RSA
Identity Number:
9811210865086
Date of Birth:
21 NOV 1998
Country of Birth:
RSA
Status:
CITIZEN


Signature:




CERTIFIED TRUE COPY OF THE ORIGINAL
GESERTIFISEER WARE AFSKRIF
VAN DIE OORSPRONKLIKE
POSTNET TIBANI

17 -09- 2026

SIGNATURE: 
SHOP 48, TIBANI SHOPPING CENTRE, PORTION 37
MATLALA, TIBANEFONTEIN VILLAGE. 0748
TEL: 072 290 8373

Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 90

Date of Issue:
19 AUG 2020


113786990



DRIVING LICENCE
LESENSE YA CO OTLELA
CARTA DE CONDUCAO

SAAD ZA SOUTH AFRICA

MH MACHABAKHE

ID No: 02/9811210865086 **FEMALE**

Birth/Matswalo: 21/11/1998 ZA Restr./Kgao.: 0

Lic. No./No. Lee.: 40420004MHC4 No.: 1

Valid/Sechete: 24/08/2024 - 23/08/2029

Issued/Thaginitswa: ZA

Code/Khoutu: C1

Veh. restr./Kgaoletsa ya serameina: 0

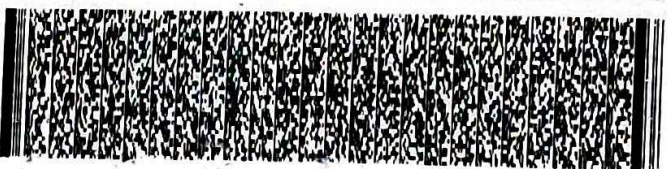
First issue/Thagiso ya pele: 10/07/2019




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POSTNET TIBANI

17 -09- 2026

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MATLALA, TIBANEFONTEIN VILLAGE. 0748
TEL: 072 290 8373



DRIVER RESTRICTIONS
 1. None
 2. Glasses / Contact lenses
 3. Artificial limb

PROF. CATEGORIES
 A. Passenger
 B. Goods
 C. Dangerous goods

VEHICLE RESTRICTIONS
 1. None
 2. Automatic transmission
 3. Electrically powered
 4. Physically disabled
 5. Bus > (16000 kg GVW) permitted

Category	Vehicle Type	GVW
A	Car	< 125 cc
B	Car	< 3500 kg
C1	Truck	< 750 kg
C	Truck	< 16000 kg
EB	Truck	< 16000 kg
EC	Truck	< 16000 kg





H10768153

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
**CERTIFICATE OF ACHIEVEMENT
N4**

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER

2026 -05- 30

MATLALA POLICE STATION
SUID-AFRIKAANSE POLISIE DIENS

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MACHABAKWE MOKOKOBALE MARTHA

IDENTITY NUMBER

9811210865086

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4

COMPUTER PRACTICE N4

PERSONNEL MANAGEMENT N4

MANAGEMENT COMMUNICATION N4

... DAT HIERDIE DOKUMENT 'N WARE AFDRUK VAN ... IS VAN
... OORSPRONKLIKE DOKUMENT VAT AAN MY VIR WAARNEMING VOORGELE
IS. EK CERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE
ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I
FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE
MAGSNOMMER 20623929 RANG C85
FORCE NUMBER RANG
NAAM IN DRUKSKRIEF
NAME IN PRINT

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trades and Occupations

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SERIAL NUMBER

H 10768153



H11253704

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MACHABAKWE MOKOKOBALÉ MARTHA

IDENTITY NUMBER

9811210865086

WITH EFFECT FROM

2018-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N5

PERSONNEL TRAINING N5

LABOUR RELATIONS N5

COMPUTER PRACTICE N5

EK SERTIFISEER DAT HIERDIE DOKUMENT
DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VERSTREK WAT VOORGELE
IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WATNEMINGS DAAR NIE 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE
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MAGSNOMMER

FORCE NUMBER

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NAME IN PRINT

RANG

RANK

Examination Officer

HIGHER EDUCATION

Director-General



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H 11253704



H11253822

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MACHABAKWE MOKOKOBALE MARTHA

IDENTITY NUMBER

9811210865086

WITH EFFECT FROM

2018-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N6

PERSONNEL TRAINING N6

LABOUR RELATIONS N6

COMPUTER PRACTICE N6

DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
'N OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE
'N EK OORSTREEK VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N
WYSLYNG OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE-
BRING IS NIE.

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FORCE NUMBER

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Examination Officer

Director-General

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SERIAL NUMBER

H 11253822



higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CAPRICORN TVET COLLEGE
SENWABARWANA CSRC



(015) 505 3172

(015) 505 3174

www.capricorncollege.edu.za

Senwabarwana Main Street

Private Bag X5084, Senwabarwana 0790

REF
VERW

ENQUIRIES
NAVRAE

DATE
DATUM

02/05/07(346)

N.N KHARIVHE

2025/08/15

TO WHOM IT MAY CONCERN

MACHABAKWE MM (ID. NO 9811210865086)

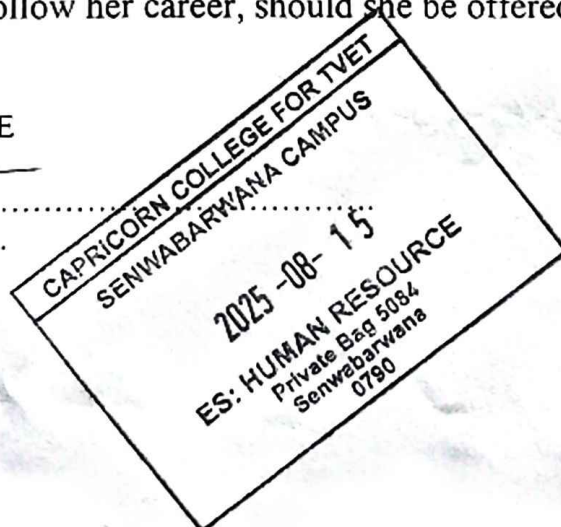
I have known Ms Machabakwe MM for 18 Months and she was studying Human Resource Management at Capricorn College for TVET, Senwabarwana Campus And completed her N6 in December 2018. She was a very highly motivated student who always did her work and determined to do her best. She showed a sense of responsibility, reliability, diligence and perseverance

Her pride in her personal appearance was reflected in the neat presentation of her work. She was regularly attending to her classes without any absenteeism. She is a pleasant matured young lady with a keen sense of humor.

She related very well with her lecturers and her peers. I believe that she has the ability to successfully follow her career, should she be offered employment/ bursary to further her career.

N.N KHARIVHE

ES: HR Nated .



CENTRAL OFFICE

16 Market Street
0699 POLOKWANE
Tel: (015) 230 1800
Fax: (015) 291 2767

POLOKWANE CAMPUS

Corner Dorp & College Streets
0699 POLOKWANE
Tel: (015) 283 3300
Fax: (015) 287 2183

SESHEGO CAMPUS

1919 Freedom Drive
0742 SESHEGO
Tel: (015) 223 9600
Fax: (015) 223 5187

RAMOKGOPA CAMPUS

Next to Mkomene High School
0811 RAMOKGOPA
Tel: (015) 526 2750



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**CAPRICORN TVET COLLEGE
SENWABARWANA CAMPUS**

☎ (015) 505 3172

☎ (015) 505 3174

🌐 www.capricorncollege.edu.za

📍 Senwabarwana Main Street

✉ Private Bag X5084, Senwabarwana 0790



ENQUIRIES: SEGODI | (015) 882 0286

DATE: 13 August 2025

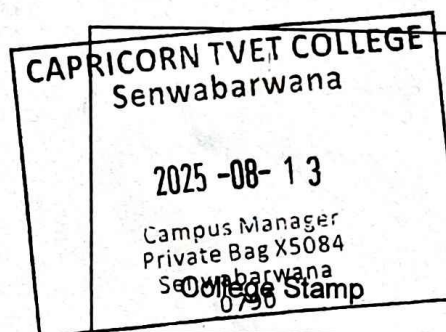
Dear Sir/Madam

REQUEST FOR WORKPLACE EXPERIENCE

STUDENT: MACHABAKWE MOKOKOBALE MARTHA

ID: 981121 0865 086

COURSE: HUMAN RESOURCE MANAGEMENT



The Department of Higher Education and Training requires that our students undergo 18 months experiential training in order to qualify for a Diploma at the end of their studies. This experience may be obtained at any stage during their N4 to N6 studies.

The purpose of this letter is to request that you consider providing the above mentioned student with the said workplace experience by allowing him/her to work in your business for a period of time.

This type of hands on experience exposes the student to the business sector thereby taking their theoretical knowledge to an experiential level which is essential to their competence.

We thank you for the opportunity to make this request to you.

Yours faithfully

HEAD OF BUSINESS STUDIES DEPARTMENT

Mr. Mpashe NS

APPROVED BY CAMPUS MANAGER

Mr. Sebola IM

CENTRAL OFFICE

16 Market Street
0699 POLOKWANE
Tel: (015) 230 1800
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